

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: April 10, 2006

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

**RE: PAYROLL PROCEDURES MANUAL – MARCH REVISION # 06 - 03**

The Internet versions of the Payroll Procedures Manual (PPM) have been updated and replaced with the current PDF versions dated March 2006. The manual can be obtained by accessing the State Controller's Office public web site at: <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

Once the PPM is accessed on the web site, there are three versions:

- A manual (only) without attachments, and
- A file of attachments only.
- The complete manual, ( This version *will not be revised for March due to technical problems – Look for the April revision*).

After choosing one of the three versions, a single click at the cover page has a link to the Table of Contents or a preferred section. The links have partially eliminated the use of the scroll or find feature.

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes. Section/subsection numbers and brief summaries of the revisions are provided below:

Section B: 002 - Payment Type Code L revised.

016 - 030 – Deduction Codes revised.

Section F: 100 - Youth Summer Aid Class Code 0100 deleted from the CSU student workers payment plan.

Section H: 009 - CSU Student Assistant Class deleted.

If you experience difficulty opening any of the above versions of the PPM, you may need to download the PDF file directly to your computer. The instructions for downloading the three versions from the SCO web site may be found on the PPM web page <http://www.sco.ca.gov/ppsd/ppm/index.shtml>.

There are two links on the front cover of the PPM that provide instructions for using the Automated List Management System – Majordomo. The first link, <http://www.sco.ca.gov/ppsd/scoltrs/listserv.pdf> “How To”, provides instructions for subscribing/un-subscribing to one of the nine distribution lists. The second link, “To Subscribe/Unsubscribe”, provides an e-mail note addressed to [Majordomo@srv1.sco.ca.gov](mailto:Majordomo@srv1.sco.ca.gov) for making your request.

If you have any comments/suggestions or questions that would benefit the PPM, please contact Terri Yarbrough at (916) 322-1245 or via email at [tyarbrough@sco.ca.gov](mailto:tyarbrough@sco.ca.gov).

JRH:TY:CSS